

SHERIFF'S OFFICE SUPPORT SERVICES LEAD ELIGIBILITY LIST

Oneida County is accepting applications for the establishment of an eligibility list to fill a full-time position in the Sheriff's Office. Starting 2016 hourly rate of \$19.62 plus excellent fringe benefit package.

Position performs first level supervision, training, development and evaluation of personnel in the Support Services Division for the Oneida County Sheriff's Office. This is responsible, supervisory work engaged in performing clerical duties. Position is the initial contact for open records questions, will be responsible for managing Incident Based Reporting (IBR) for the Sheriff's Office, and assists the Office Administrator with assessing the needs of the Division, identifying problems, and recommending solutions or corrective actions. Position requires a considerable need for judgment skills and a high degree of accuracy. Candidates must have the ability to exercise sound leadership skills, willingness to supervise others and assume responsibility, ability to organize and prioritize work and exercise initiative.

Qualified candidate must have a high school degree, two years post high school education ability to type 50 wpm, and two years' work experience in an office as a typist, secretary, or related area.

Successful applicants may be requested for testing, an oral interview, pre-employment drug screen and medical exam, psychological assessment, and background check.

Complete job description and application are available at the Rhinelander Job Service Office at 51 A N Brown St., Rhinelander, WI 54501 (715) 365-1500 or at www.oneidasheriff.org or www.co.oneida.wi.gov Completed applications, cover letter and resume' are due at the Job Service Office by 4:30 p.m. on February 26, 2016.

EOE/AA